# Adding Teachers to ThinkCentral

For School Administrators

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| 1. Log into <https://www-k6.thinkcentral.com> 2. Click on Users (bottom center) |  |
| 1. Choose Teacher as User Type 2. Click Find to bring up a list of teachers from your school who already have accounts so that you can determine which teachers need to be added. *(This is where you can go to recover login information for teachers if needed.)* |  |
| 1. From this screen you can choose Add User from the gold menu at the top. |  |
| 1. Choose the User Type from the dropdown (Teacher) 2. Type in the teacher’s personal details. |  |
| 1. When assigning Username and Password remember the established protocol.   The username as firstlast (note that there is no dot)  The password as FL##### (the teacher’s 5 digit Munis number, which appears beside the teacher’s name in PowerSchool)   1. Click Add |  |